

# Pond Cove School



## Student & Family Handbook 2022-2023

# TABLE OF CONTENTS

1. [Welcome Back](#)
2. [Cape Schools Vision, Mission, and Values](#)
3. [Pond Cove Staff List](#)
4. [General Pond Cove Procedures](#)
  - a. Visitors
  - b. Daily Schedule
  - c. Important Dates to Remember
  - d. Student Attendance and Absences
  - e. Arrival and Dismissal Procedures
  - f. School Closings
  - g. Before and After School Care
  - h. When You Have Questions
  - i. Behavioral Expectations and Responses
5. [Medical and Health Information](#)
  - a. Healthy Celebrations Policy
  - b. Winter Weather Recess Guidelines
6. [Emergency Procedures](#)
7. [Personal Possessions](#)
8. [Lost and Found](#)
9. [Student Dress](#)
10. [Recess](#)
11. [Field Trips](#)
12. [School Nutrition](#)
  - a. Breakfast and Lunch
  - b. Free and Reduced Breakfast and Lunch Options
  - c. Snack
13. [Home-School Connections](#)
  - a. Parent/Teacher Conferences
  - b. Student Progress Reports

14. [Student Support](#)
  - a. Response to Intervention
  - b. Gifted and Talented
  - c. English Language Learners
  - d. Special Education
  - e. School Counseling
  - f. Social Work Services
  
15. [Student Placement](#)
  
16. [Homework](#)
  
17. [Technology](#)
  - a. Electronic Devices
  - b. Cell Phones
  
18. [Our Active School Community](#)
  - a. Volunteer Program
  - b. Pond Cove Parents Association (PCPA)
  - c. Cape Elizabeth Educational Foundation (CEEF)

# WELCOME BACK

August 2022

Dear Families,

On behalf of the Pond Cove School faculty, we would like to welcome you to the 2022-2023 school year. We look forward to a productive and enjoyable year for all students in kindergarten through fourth grade.

This handbook will acquaint you with some of our school policies. Please take time to read it thoroughly. Pond Cove staff take great pride in working closely with families to provide a safe environment in which students can grow and learn. Thank you for supporting our school.

Please feel free to reach out to us any time with questions you may have regarding your child's experience at Pond Cove.

Sincerely,

Jason Manjourides  
Principal

Sarah Forrey-Pettit  
Assistant Principal

## **Office Contact Information**

Main Office: (207)799-7339

[pcoffice@capeelizabetschools.org](mailto:pcoffice@capeelizabetschools.org)

Jason Manjourides, Principal:

[jmanjourides@capeelizabetschools.org](mailto:jmanjourides@capeelizabetschools.org)

Sarah Forrey-Pettit, Assistant Principal:

[sforreypettit@capeelizabetschools.org](mailto:sforreypettit@capeelizabetschools.org)

Sarah Choi, Administrative Assistant:

[schoi@capeelizabetschools.org](mailto:schoi@capeelizabetschools.org)

Charity Wetzel, Administrative Assistant:

[cwetzel@capeelizabetschools.org](mailto:cwetzel@capeelizabetschools.org)

## CAPE ELIZABETH SCHOOL DEPARTMENT VISION, MISSION AND VALUES

CAPE Schools Open Minds and Open Doors.

**We empower students with the academic, personal and social knowledge and skills needed to build fulfilling and engaged lives.**

**C** **ommunity:** We value the connections among our school, local, and global communities that foster meaningful participation in a dynamic and diverse world.

**A** **cademics:** We value rich and varied learning experiences that support critical thinking, perseverance, effective communication, and independent and collaborative work inside and outside of the classroom.

**P** **assion:** We value personal investment in learning in an environment that nourishes joy and creativity, protects risk-taking, and cultivates individual expression.

**E** **thics:** We value decision-making and actions guided by the principles of personal integrity, empathy, responsibility, and respect for self and others.

## Pond Cove Staff List

### GENERAL POND COVE PROCEDURES

#### **VISITORS**

Pond Cove is a secure facility with all doors locked during the school day. All parents, volunteers and visitors are required to ring the buzzer at the front door upon arrival. Office staff will view those requesting entry via video monitor prior to allowing access into the building. All parents, volunteers and visitors must go directly to the main office to sign in upon arrival and sign out when departing. All parents, volunteers, and visitors to the school also must wear a visitor's tag while in the building. This is standard school procedure and is designed for the safety and security of our students, staff and volunteers. Parents, volunteers and visitors may only request access to enter the school at the front door. Entry via other school doors will not be permitted at any time. We appreciate your understanding and cooperation in the interest of school safety and security.

Caregivers who need to drop off an item for their child should ring the buzzer at the front door. An office staff member will meet them at the door and deliver the item to the child.

During arrival and dismissal, we ask that parents say goodbye or greet their child only in the areas designated for families. These areas are outlined on maps in the Arrival/Dismissal section which starts on page 8 of this handbook. This keeps our campus organized and safe during arrival and dismissal. Thank you for your support in this effort.

Visitors to Pond Cove School may park in the main parking lot next to the Middle School or the lower parking lot near the sports playing fields. Vehicles are prohibited from parking in the student drop-off/pick-up circle as well as in the bus circle near the flagpole. **Handicapped spaces are reserved only for vehicles with handicapped plates or tags that provide official authorization to park in handicapped spaces.** School parking *is not permitted* at the Thomas Memorial Library at any time.

#### **POND COVE DAILY SCHEDULE**

**8:25 a.m.**                      **Buses begin to arrive. Parents may drop students off. Students walk to classrooms.**

**8:35 a.m.**                      **Official start to the school day**

**8:45 a.m.**                      **Morning Announcements**

**Lunches**                      **11:45-12:05: Kindergarten**  
**12:13-12:33: Grade 1**  
**12:41-1:01 Grade 2**  
**12:28-1:48: Grade 1**  
**12:55-1:15: Grade 4**

**Recesses**                      **All students will have two 20 minute recesses scheduled each day.**

**2:55-3:15 p.m.**              **Dismissal**

### **IMPORTANT DATES TO REMEMBER**

#### **Early Release Days (Teacher Professional Development):**

*Pond Cove students are dismissed at 12:05 p.m.*

- November 7
- December 22
- February 3
- April 13
- May 26

#### **Professional Development Days (No School For Students):**

*No School For Students*

- November 8

#### **Parent/Teacher Conference Days:**

- November 8 - No school for students
- March 22 - Half day for students (students dismissed at 12:05 p.m.)

#### **Progress Reporting Dates:**

- Parents view report cards via Powerschool on the evening of February 10
- Parents view report cards via Powerschool on the evening of the last student day of school.

### **STUDENT ATTENDANCE & ABSENCES**

If your child is going to be absent for the day or will arrive late to school, please alert the school. You can do this through the PowerSchool portal, by email ([pcoffice@capeelizabethschools.org](mailto:pcoffice@capeelizabethschools.org)) or by phone (207-799-7339) Children arriving late for school will be marked tardy. They must check in at the office so that our staff can document their arrival.

For security reasons, if the school has not been notified of a child's absence or tardiness by 9:45 a.m., a text message will be sent informing you that your child has an unexcused absence. While we strongly discourage family vacations when school is in session, we understand time away is occasionally unavoidable. If you plan to be away, please notify the school of your child's absence *before* departure. We appreciate the cooperation of all parents with these procedures for the safety and well being of our students.

If your child attends Extended School Care through Community Services and will be absent, please call their care providers at 799-4388 to also alert them of your child's absence.

## **ARRIVAL & DISMISSAL PROCEDURES**

### **Daily Morning Arrival**

All students who are transported to school by parents must be dropped off at the car line circle located near the Middle School entrance. **Students should not arrive earlier than 8:25 a.m., because staff supervision begins at that time. In addition, students who walk or bike to school should not arrive prior to 8:25 a.m.** Once children reach the sidewalk area near the parking lot stairs, they should dismount their bikes and walk. Bicycles should be placed in the racks located near the front of the school. We strongly encourage students to lock their bicycles as the school cannot be responsible for loss of personal items. Please also remember that Maine has a law requiring children to wear bike helmets.

Each grade level has their own entrance into the school. Once children arrive on campus, they will be directed to the door they will enter. Staff supervise children along each pathway students take.

We appreciate parents and guardians adhering to these procedures in the interest of student safety, security and smooth egress during this busy time.

### **Daily Afternoon Dismissal**

The dismissal process begins at 2:55 PM. We follow a strategic, phased dismissal process to ensure the safety of each child as they leave. School staff supervise children throughout dismissal. **Due to our very busy dismissal procedures, and for the safety of all children, we kindly ask all parents remain in designated areas throughout the dismissal process.** These areas are outlined on the map(s) below. This ensures our children are safe and follow their dismissal plan.

We have three categories of dismissal each day. These are (1) **car line**, (2) **walker/biker**, (3) **bus**. Each of these categories has its own set of procedures and processes. Please carefully read the information below so you know the process for the method of transportation your child will take. The Community Services and After School Programs each have their own process for picking up and supervising children during dismissal.

**Updates to dismissal plans need to be entered in PowerSchool by 9:30 A.M.** If you have trouble with PowerSchool, please email (pcoffice@capeelizabetschools.org) or call the main office (799-7339). **Late changes are discouraged as they often cause confusion for children and staff.**

We appreciate parents and guardians adhering to these procedures in the interest of student safety, security and smooth egress during this busy time.

### **Car Line**

All students being picked up in a car are considered car line dismissal. Car line dismissal includes only the students of parents who have **made previous arrangements to pick up their child in a car**. Car line is **ONLY** for students whose parents stay in their cars and drive through the car line. **Students should load ONLY on the passenger side of the car.**

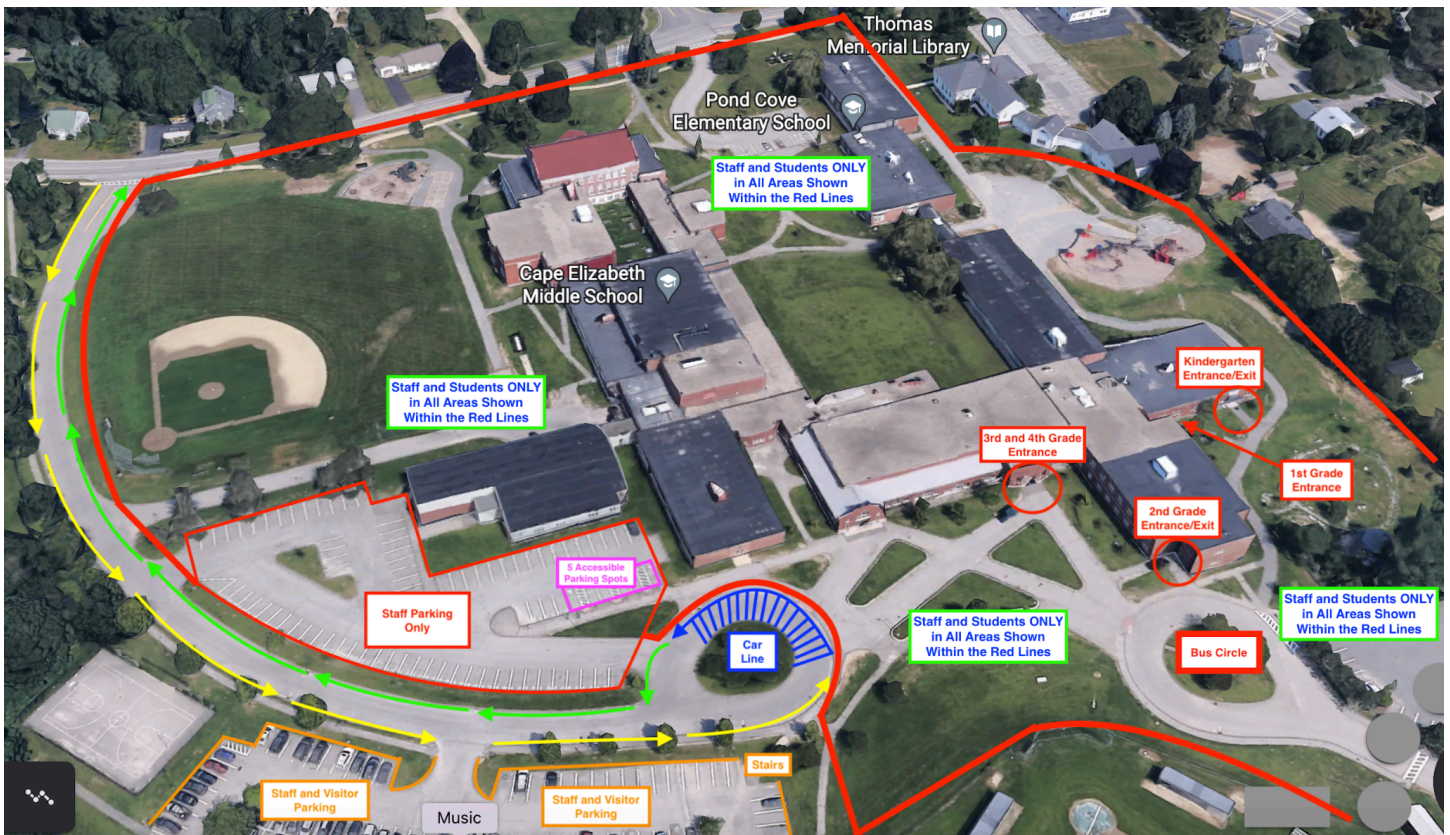


**Car Line Signs:** Please place a medium-large sign on the passenger side or right side dashboard of your car with your child's name and grade. This will help us expedite car line dismissal.

- **FIRST and LAST NAME** (e.g., SALLY SUNSHINE)
- **GRADE** (e.g., Grade 1)

### Car Line Map

Please refer to the photo below for the correct travel route for car line at arrival and dismissal time. Notice that students should only exit or enter a vehicle while in the blue zone and on the passenger side. **The area students can load and unload in will be zoned off using orange traffic cones. Please do everything possible to ensure your child does not need to walk into the circle to load the car at dismissal.** Take note that vehicles should enter and exit the campus following the routes indicated by the yellow and green arrows and **should not travel through the staff and visitor parking lot to exit.**



### Walkers/Bikers

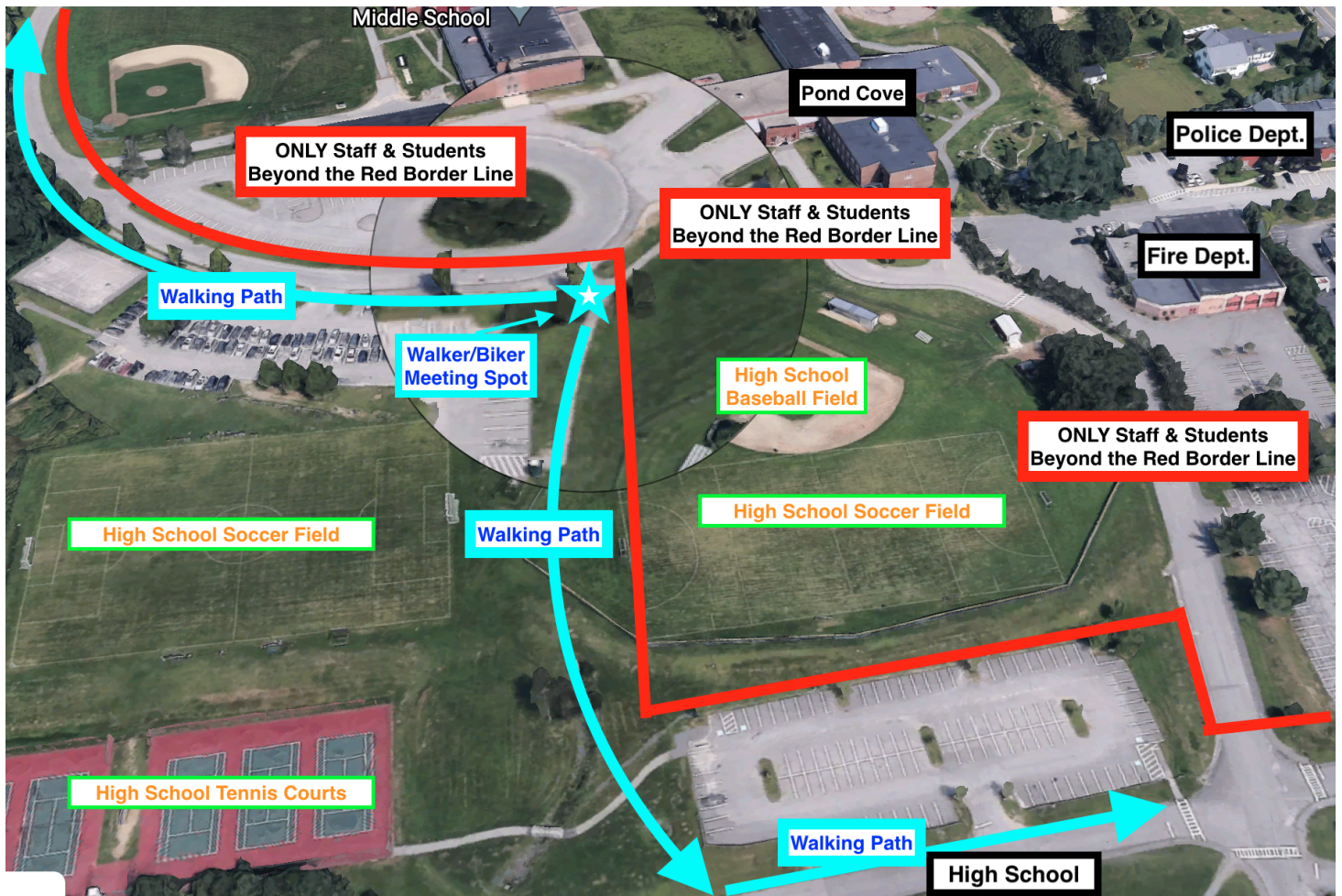
Students who will walk or bike home are designated as a walker or biker and are dismissed at the same time. If you have plans to meet your child who is walking or biking home, you will need to wait at the area near the stairs, please indicate "walker" or "biker" on your child's dismissal plans so they can come out at the designated time. Walkers and bikers will be dismissed around approximately 3:10 PM each day.

Please remind children they need to walk their bikes once they are on campus. Students at all grade levels are expected to exit the school through adult supervised, designated doors and may not cut through areas that are unsupervised or walk on undesignated paths.

### Walker/Biker Map

The walker/biker map below outlines the riding/walking paths and parent meeting spot. The parent meeting spot is designated on the map below with a blue star, and parents are asked to gather only in this area when waiting for their child who is walking or biking home. We have designated routes (outlined in blue) that avoid Jordan way for walkers and bikers. It's important to note that the Cape Elizabeth Fire and Police Departments have stipulated that Jordan Way and its sidewalk between the two stations are closed to vehicles and pedestrians for school arrival and dismissal. We also ask that parents avoid cutting through the bus circle in order to ensure the safety of those who are driving and loading buses.

Please note that car line pick-up is reserved only for children who will load into a car in the car line circle.



### Special Note to School Bus Riders

Our buses are generally filled to capacity. Children are permitted to ride their usual bus home only. If you need to make arrangements for your child to be transported to another part of town, please call the bus transportation department (207-799-9574) to see if this is possible. The school office does not have the authority to give permission for your child to switch buses.

### **Changes in a Student's Usual Dismissal Routine**

If you need to request an early dismissal or a change in usual dismissal procedures, notify the PC office via the [PowerSchool Parent Portal](#) by submitting a "change of dismissal". Please click this [link](#) for further instruction. You may also email [pcoffice@capeelizabetschools.org](mailto:pcoffice@capeelizabetschools.org) or call (207-799-7339). The portal opens the evening before your schedule change at 5:00 P.M., and closes at 11:00 A.M. the day of the change.

When you arrive at school to pick up your child, you must sign in at the office. We will then call your child's classroom to have him/her sent to meet you at the office. Please communicate all dismissal changes directly with the office and not with your child's teacher. If last minute changes occur, please call the Pond Cove office prior to 1:30 p.m. unless an emergency requires that changes be made beyond that time.

### **Student Attendance at After-school Programs**

Please let us know when your child plans to attend an after school activity via the [PowerSchool Parent Portal](#) by submitting a "change of dismissal". Please click this [link](#) for further instruction.

You may also email [pcoffice@capeelizabetschools.org](mailto:pcoffice@capeelizabetschools.org) or call (207-799-7339). The portal opens the evening before your schedule change at 5:00 P.M., and closes at 11:00 A.M. the day of the change.

### **Professional Development Early Release Days:**

On early release days, school lunch is provided and students are dismissed from school at 12:05 p.m. Please make sure that you communicate with your child's teacher if there are any changes to your child's routine and be sure that your child knows his/her plan for dismissal on these days.

### **Permission to Leave School:**

If you intend to pick up your child from school earlier than our regular dismissal time, please send a note to your child's teacher in the morning stating the reason for the early dismissal and the time your child will be picked up. You can also submit an early dismissal via the [PowerSchool Parent Portal](#). Please click this [link](#) for instructions.

Parents also must come to the school office to sign out their child. ***No child will be permitted to leave the school grounds during school hours unless accompanied by a parent or another adult designated by the parent or guardian.***

### **SCHOOL CLOSINGS**

In the event of snow storms or other serious inclement weather conditions, the district will post closing and/or delays on its home webpage and send text and/or email messages. Other forms of school closure notifications include:

WCSH (NBC – TV Channel 6) – Text Message

[http://www.wcsh6.com/weather/resources/text\\_alert/default.aspx](http://www.wcsh6.com/weather/resources/text_alert/default.aspx)

WGME (CBS – TV Channel 13) - Text Message <http://www.wgme.com/mobile/>

WMTW (ABC – TV Channel 8) - Email or Text Message

<http://www.wmtw.com/closingssignup/index.html>

On occasion we may utilize a delayed opening on days of inclement weather. While this option is used sparingly, it can allow us to salvage an educational day when faced with certain weather/road conditions.

**Community Services** closures will be provided on the [Community Services Web page](#)

#### **BEFORE AND AFTER SCHOOL CARE:**

The Extended School Care Program is under the direction of Community Services and is located in the Community Services Building. For complete information about this comprehensive before and after school care program, call 799-2868.

#### **WHEN YOU HAVE QUESTIONS**

In order to keep small problems from becoming big ones, we try to resolve difficulties at the appropriate level as soon as possible. We find that it is best to first contact your child's teacher directly if you have a school concern as he or she is often closest to the information needed. If you do not feel that your concern is being addressed or would prefer to speak with another staff member, please contact the Principal or Assistant Principal, School Counselor and/or one of our Social Workers. As always, we are here to help and want to investigate and resolve any problems in a confidential, yet expeditious manner.

#### **BEHAVIORAL EXPECTATIONS AND RESPONSES**

The Pond Cove School Community uses a framework of expectations and responses that we call "Peaceful Pond Cove" to ensure our students feel safe, supported and ready to learn each day. Students are explicitly taught behavioral expectations which support students as they learn to be safe, respectful, and responsible citizens.

## **MEDICAL AND HEALTH INFORMATION**

To ensure the safety of students and staff, rollerblades, skateboards, baseball bats, lacrosse sticks, hard balls and any other equipment that may present a hazard are not permitted on school grounds.

#### **Medication Policy:**

School Board policy JLCD regulates the use of medication in school. Medications which are necessary for the student's health and attendance in school, **must be sent in the original container** labeled with the student's name, name of medication, amount to be given and time of administration. An adult should bring the medication to the nurse's office along with a [permission form](#). The form can also be obtained through the nurse's office. A child may self-administer medication in the presence of the school nurse with the written approval of the parent/guardian and the prescribing physician. Before a student can self-administer a medication, appropriate technique must be demonstrated to the school nurse by the student.

The school nurse will administer required medications only if a medication form has been completed and kept on file. The form can be obtained through the nurse's office.

### **Health Screenings:**

Vision and hearing screenings are conducted in grades K, 1 and 3. Parents/guardians will be notified if a child does not pass the vision or hearing screening, so that they may initiate a professional examination by a specialist. Throughout the year, students in any grade may be screened per parent/guardian or teacher request.

### **Allergies:**

If your child has a known allergy that might require medical attention in the event of an accidental exposure to the allergen, it is important for the school to be notified of the allergy so that an emergency action plan can be put into place for your child by the School Nurse. The school staff is trained to recognize signs of an allergic reaction and are educated on the necessary steps to take in an emergency.

Due to many children having food allergies, we make sure that students do not share food nor do we allow food to be brought in for classroom celebrations, including birthdays. ***Please notify Pond Cove nurse Erin Taylor immediately if there are any changes or updates to your child's health condition.***

### **Other Health Conditions:**

Students may have new or pre-existing health conditions that warrant attention while at school. ***Again, please notify Pond Cove nurse Erin Taylor immediately if there are any changes to your child's health condition.***

### **COVID-19:**

**Pond Cove School and the CESD continue to follow the guidance provided by the [US CDC](#), [Maine CDC](#) and the [Maine Department of Education](#). Questions pertaining to COVID-19 should be directed to the school nurse.**

### **Head Lice:**

From time to time, it may be discovered at home or at school that one or more students have head lice. Contrary to popular belief, schools are not the most common place where head lice is spread. Based on recommendations from the National Association of School Nurses, the American Academy of Pediatrics and the Maine Center for Disease Control, Cape Elizabeth school nurses do not support a "no nit" policy. Rather, parents and guardians are contacted and advised on treatment options. Any student found to have head lice is handled in a confidential manner to minimize anxiety and embarrassment.

### **HEALTHY CELEBRATIONS POLICY**

For many years, Pond Cove has followed guidelines that minimize and eliminate situations when food items are brought into school. We want our school to be a safe and comfortable environment for all students; and we have done this for a number of reasons, which reflect our value of respect for all:

1. To make classroom celebrations more equitable, and minimize disruption to the teaching day

2. To minimize non-nutritious foods being brought into school, and allow individual parents the opportunity to control how much and which foods their children eat during the school day
3. To increase the sensitivity of our community to the needs of our students who have health issues that affect their food intake - this includes students who have diabetes, as well as those students who have severe food allergies or celiac disease

We understand that food is part of our culture and a means to celebrate special occasions of all kinds. We also know that all of our children have celebrations with family and friends outside of school hours.

For the past few years we have made the decision to not have any food in our classrooms, including candy for Valentine's Day. This does not mean that our children have not had fun class parties or celebrations. We have recognized birthdays and holidays with other activities, and small tokens. Instead of food, students have made craft projects during holiday celebrations and kids wear crowns or are the line leader for the day on their birthdays. Parents sometimes choose to send in pencils, stickers, or a book for the classroom in honor of their child on their birthday. We have seen many creative ways to honor students on “their special day” without putting pressure on parents to send in cupcakes or cookies, or purchase expensive valentine cards that include candy.

When we eliminate food from parties, lesson plans, and as rewards, we are allowing all children to participate fully in the Pond Cove experience.

Thank you for your cooperation and understanding.

The Pond Cove Wellness Committee

### WINTER WEATHER RECESS GUIDELINES

Currently, there are no national or professional standards that preclude sending children outdoors for recess. Decisions for indoor recess are made within each district by the school administrative team and health services.

At Pond Cove, decisions for outdoor winter recess are based upon temperature, wind chill factor, the condition of the outdoor play surfaces, and student clothing.

The teaching staff at Pond Cove recognizes the importance of recess as an integral part of a student’s day at school. Research has proven that play and exercise during the school day helps students to focus better on their school work. If students are unable to access the outdoors, teachers incorporate movement into their indoor recess time.

When deciding on outdoor recess, Pond Cove staff refer to: [Weather.com](http://Weather.com) to check the actual temperature and the “feels-like” temperature with wind chill.

In an effort to keep all of the children at Pond Cove safe, students remain indoors when “feels-like temperatures” with wind chill are below 0 degrees Fahrenheit.

It is important that students are prepared for the outdoor temperatures. This includes wearing snow pants, coats, hats, gloves/mittens, and boots.

Young children lose heat more rapidly than older children because of their size. Younger children are also less likely to recognize danger signs of cold exposure. When children are exposed to cold temperatures for an extended amount of time or are not properly dressed and have wet clothing, they are more likely to develop frostbite and hypothermia.

Recess during the winter months can be great fun for students if they are dressed appropriately. Thank you for partnering with us.

Sincerely,

Pond Cove Health and Administrative Office Staff

## **EMERGENCY PROCEDURES**

### **Evacuation Drills:**

Evacuation drills are held in accordance with state law, and exit routes are clearly posted throughout the building.

### **Emergency Response Plan:**

Pond Cove utilizes an Emergency Response Plan developed by the district’s Emergency Management Team in the event of a crisis at any of our school campuses. The plan is developed by school and district staff in consultation with local police and fire officials based on templates and information developed by federal and state emergency management officials. To safeguard the safety and security of students and staff, the plan is a confidential document.

### **Emergency Dismissal:**

If emergency dismissal is necessary for any reason other than weather, a text and/or email message will be sent from the District Office. In rare cases, our dismissal location may change and you will be notified as soon as possible.

### **Student Insurance**

Student accident insurance is available for Pond Cove students at parents’ expense. Application forms are sent home with students on the first day of school.

## PERSONAL POSSESSIONS

While students are permitted to bring sports equipment, games or books from home, please remember that any belongings brought to school should be something suitable for safe use in a large group of children. **No trading cards (e.g., pokemon, sports, etc.), bats, hard balls (basketballs, footballs, soccer balls, roller skates, skateboards, hockey or lacrosse sticks are allowed.**

Any personal items brought from home such as coats, hats, gloves, lunch bags/boxes, water bottles should be **labeled with your child's name on them**. The district is not responsible for loss or damage to personal possessions brought to school by children. We strongly discourage students from bringing valuable items to school. If you are unsure as to what is appropriate, please contact your child's teacher for clarification.

### LOST AND FOUND:

Inevitably, your child may come home without his/her lunchbox or express that he or she has lost a mitten or two. Any items left behind in the classrooms, hallways, buses, or on the playground are placed in the "Lost and Found" area located near the stairs in the main lobby. Please encourage your child to check this area as soon as possible when noticing a loss. This area is periodically cleaned and items remaining are donated to charitable organizations after sufficient notification has been communicated through our newsletters and through the PCPA. If items are left on a school bus and your child notifies the office upon arrival to school, we will notify the transportation department to have them retrieve a specific lost item. If your child discovers that an item was left on the bus upon arrival home, please contact the transportation office at 799-9574. You will greatly increase the odds of your child recovering lost items if the items are labeled with your child's name.

## STUDENT DRESS

Please help your child select clothing that is appropriate for the weather each day. Closed-toe footwear such as sneakers and other sturdy shoes are most appropriate for outdoor play. Please do not allow your child to wear sandals, clogs, flip-flops, and other open shoes to school that can make for injury-prone conditions and inhibit active play. Warm coats, snow pants, boots, hats and mittens are necessary during the cold winter months. If purchasing appropriate winter clothing is a hardship for your family, please contact the Pond Cove school counselors, our social workers, school nurse, and/or building administrators so that we can provide confidential assistance. To promote independence, please practice the skills of zipping and shoe-tying at home. **Please also remember that sneakers are required for physical education class.**

## RECESS

Students in grades kindergarten through four have two 20 minute recess scheduled each day. All other recess breaks are scheduled at the discretion of the teacher.



## FIELD TRIPS

Field trip permission forms are sent home with each student for each planned field trip. Please complete the form and return it to your child's classroom teacher as soon as possible. Students without a signed form will not be permitted to attend the field trip.

## SCHOOL NUTRITION

### BREAKFAST AND LUNCH

School meals will be available to students at no charge this year. In years past, parents were asked to pre-ordered student lunches through the Nutrislice app. This is no longer necessary. Students eating hot lunch will be able to choose a lunch option of their choice from the lunch line.

### FREE BREAKFAST & LUNCH OPTIONS

School meals will be available to students at no charge this year, regardless of household income. However, we ask that families still complete a Meal Benefit Application as this provides data for key funding for academic resources and may also connect your family to additional benefits. To apply, complete the enclosed *SY 2023 Household Application for Free and Reduced Price School Meals* (attached PDF) and return to: Robin Taylor, Cape Elizabeth Middle School, 14 Scott Dyer Rd. Cape Elizabeth ME 04107.

If you prefer, you may complete the application online at [Lunch Time](#). A new application must be submitted each school year.

Our school offers healthy meals every school day. Meals meet nutrition standards established by the U.S. Department of Agriculture. If a child has a disability, as determined by a licensed medical authority, and the disability prevents the child from eating the regular school meal, substitutions may be made as prescribed by a licensed medical authority. If a substitution is needed, there will be no extra charge for the meal. Please note, however, that the school is not required to make a substitution, unless it meets the definition of disability and supported by a complete medical statement form signed by the local medical authority.

**Who can get free or reduced-price school meals?** Any student enrolled in a Maine public school can get school meals at no charge!

### SNACK

Your child will have a snack break each morning in the classroom. Please provide a healthy snack for your child each day. For children new to eating lunch at school, it can be helpful to label which foods packed are for snack and which foods packed are for lunch.

## HOME-SCHOOL CONNECTIONS

Communication between school and home is important and necessary. Please provide your child's teacher with the best way and time to reach you: email, home/work/cell phone, etc. Make sure that the emergency contact information you provide to the Pond Cove Office is current and, should it change during the year, that you update the information immediately in PowerSchool and also notify the office and your child's teacher of that change in writing and/or via email.

Anytime that your child needs to bring money to school – for field trips, book orders, etc. – please put this money in a sealed envelope labeled with your child's name and indicate the use for the money. As with other written communication, including homework, it is best to put envelopes containing money into one of the pockets of your child's folder and place it securely in a backpack.

Communication is maintained throughout the school year by parent-teacher conferences and report cards, as well as phone conversations and email when necessary. Principal's Notes, along with other informational notices, are sent home electronically at the end of each week. Communications from teachers to their respective families also are sent home periodically and several staff maintain active webpages and/or twitter accounts to communicate classroom news.

If your child is on an individualized education plan (IEP) or a 504 plan please contact any of the following staff should you have any questions, concerns or other need for communication: your child's case manager, the special education teacher or support service provider who is delivering services to your child and/or the assistant principal or principal.

### **PARENT TEACHER CONFERENCES**

Parent-Teacher Conferences are held twice a year, each fall and spring. Parent-Teacher Conferences provide a valuable time to review and discuss student progress and ongoing goals. In addition to Parent-Teacher Conferences, parents may request to meet with their child's teacher at mutually agreed upon times throughout the school year, as necessary.

### **STUDENT PROGRESS REPORTS**

Formal student progress reports are available to parents via Powerschool in the winter and spring. These reports include information on your child's academic progress as well as work habits. As the reporting period approaches, parents will receive notification from the office.

#### **To access your child's report card:**

1 Go to the PowerSchool parent portal web site - <https://powerschool.cape.k12.me.us/public/>

\*If you already have an account, log in with your username and password.  
Remember that username and passwords are case-sensitive.

\*If you have not created an account, click on the 'Create an Account' tab.  
There is Single Sign On functionality that allows for all parent/guardian's students to be associated with just one log in. You will need your original parent username and password for each child.

\*If you have questions, click 'CESD-FAQs' found near the top of the PowerSchool Portal home page.  
Here you will find information on changing your username and password.

2 Click on 'Report Card' and select the appropriate year.

**Pond Cove School posts grades as pdf files twice a year, in winter and in spring. All previous grade reports are always available on the portal.**

## **STUDENT SUPPORT**

### **RESPONSE TO INTERVENTION (RTI)**

Pond Cove has a Student Support Team (SST) that is comprised of teachers, specialists and administrators. The SST meets weekly to review student data, discuss student observations and make decisions about interventions for students who may benefit from support for academics, social-emotional and/or behavioral expectations. Support is provided through a three-tiered framework. Depending upon individual student's personalized learning plan, a student may receive support within the classroom and/or through pull-out interventions. Specialists in literacy, math, social-emotional and behavioral interventions provide guidance and support to students and classroom teachers.

### **GIFTED AND TALENTED SERVICES**

Cape Elizabeth is committed to addressing the academic/social-emotional needs of all gifted and talented students grades three through twelve. We will identify eligible students as gifted and provide differentiated instruction in the regular classroom through acceleration, enrichment, and/or project-based learning.

### **Multilingual Learners (ML)**

Students with limited English proficiency are fully included in general education classrooms. Depending upon their respective levels of English proficiency that are determined by language proficiency assessments, students may be identified to receive support from our ML teacher. Translators for parents of ML students may be arranged when necessary for parent teacher conferences and for ML student progress meetings that are held to discuss a student's programming and progress.

### **SPECIAL EDUCATION:**

A full continuum of special education services for students with identified disabilities is available through the Cape Elizabeth School Department in accordance with Maine Special Education Regulations and the Individuals with Disabilities Education Act (IDEA). More information may be obtained by calling the Superintendent's Office.

### **SCHOOL COUNSELING**

Our school counselors deliver guidance lessons to all K-4 classes throughout the school year to foster healthy peer relationships, address common childhood social issues and promote expected student behaviors. She also meets with individuals and small groups for short-term interventions and is a resource for parents.

### **SOCIAL WORK SERVICES**

Our social workers offer a range of social work services to students who may benefit from more long-term social and emotional support.

## STUDENT PLACEMENT

The goal of the Cape Elizabeth School Department is to place each student in a class that will best serve his or her academic, social, and emotional development. In order to accomplish this goal, we observe the following placement guidelines:

### POND COVE CLASSROOM PLACEMENT PROCEDURES

A series of meetings to develop reasonably balanced classrooms for the following school year are held each spring by grade level teams, specialists and building administrators. The criteria for creating the class groupings are as follows:

- **Heterogeneous academic and social-emotional balance**
- **Gender balance**
- **Literacy and math levels**
- **Consideration of peer relationships**
- **Special education needs**

If there is any parental information that applies to the placement, it will be reviewed by building administration.

## HOMEWORK

Meaningful homework provides students with opportunities to practice what they have learned in school, develop good study habits and share their learning at home to make connections and strengthen what they have been taught. Your child's teacher will provide you with information at the start of the school year regarding homework expectations. We ask that you help your child establish a routine to complete homework so that it can be returned to school on time. If you notice that your child's homework is too challenging to complete independently and/or is taking an unusually long time to complete, please contact your child's teacher to discuss modifications that may be necessary.

## TECHNOLOGY

### ELECTRONIC DEVICES

Students should not bring electronic devices from home to school.

## CELL PHONES AND SMART WATCHES

Some students bring cell phones in their backpacks to school as a means to communicate with family members after school. Student cell phone use is not allowed during the school day and any cell phones that students bring to school must be kept securely in their backpacks and turned off. V-Tech/Apple watches or other similar devices with access to the network are not permitted at school. The school is not responsible for lost, stolen or damaged personal cell phones.

## OUR ACTIVE SCHOOL COMMUNITY

### THE POND COVE PARENTS ASSOCIATION (PCPA)

The Pond Cove Parents Association (PCPA) plays a vital role at Pond Cove School in supporting teaching, learning and school/community relations through organizing numerous family and school events, fundraising and providing generous support through grants that enhance our curriculum and provide exciting educational opportunities for our students. The PCPA publishes a meeting schedule each year. For more information please visit its website at <http://capepcpa.org>. Parents of Pond Cove students are strongly encouraged to join the PCPA and to take part in its numerous activities. Meeting notices are published in the PCPA online newsletter, as well as in the weekly Pond Cove newsletters.

### CAPE ELIZABETH EDUCATION FOUNDATION (CEEF)

The Cape Elizabeth Education Foundation is an independent, non-profit organization of community members committed to fostering innovation and excellence in Cape Elizabeth schools by:

- Funding initiatives that fall outside the school budget
- Partnering with the school district to help achieve its vision
- Building community-wide support for the benefit for our schools

As a result, Pond Cove has benefited greatly from the generosity of CEEF and its donors to help fund innovative projects that have enhanced our students' educational experiences.